

LEVEL II, TECHNICAL TRAINING
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM
(REVISED 16 FEBRUARY 2004)

Reference: Chapter 4, CAP Regulation 50-17

1. **SPECIALTY TRAINING:** After completion of Level I, the individual will enroll in specialty training to maintain progression in the training program. This training is not only an opportunity to learn new skills for CAP, but for the individuals growth and enrichment. The technical training phase enables the member to acquire a technical skill and begin basic training in leadership skills. Study material is presented in pamphlets called Specialty Track Study Guides (The Special Tracks are a purchase item, and can be obtained through the CAP Bookstore). Each member, in coordination with the unit commander and the professional development officer, will select a particular specialty based on the members personal interests and the needs of the unit.

2. **SPECIALTY TRACKS AND CODES:** The following is a current listing of the specialty tracks and codes:

a. 200 - Personnel	l. 214 - Communications
b. 201 - Public Affairs	m. 215 - Aerospace Education
c. 202 - Finance	n. 216 - Cadet Programs
d. 203 - Inspector	o. 217 - Safety
e. 204 - Professional Development	p. 218 - Plans & Programs
f. 205 - Administration	q. 219 - Legal
g. 206 - Logistics	r. 220 - Health Services
h. 210 - Flight Operations	s. 221 - Chaplain
i. 211 - Operations	t. 222 - Commander designation (see NOTE BELOW)
j. 212 - Standardization - Evaluation	u. 233 - Historian
k. 213 - Emergency Services	v. 225 - Moral Leadership

NOTE: Specialty code (222) is only used to designate personnel in command positions and is not a specialty training track. Commanders must have a separate specialty track to progress in duty performance promotions and the cap Senior Member Professional Development Program.

3. Specialty track training must be completed to the unit commander's satisfaction and then recorded on the individuals CAP Form 45b. For information on updating the Professional Development Report with the individuals Technical Rating, see paragraph 2-6, CAP Regulation

50-17.

4. **LEADERSHIP AWARD RIBBON:** Upon successful completion of the Technician level of the specialty track makes the member eligible for the CAP Leadership Award Ribbon. A CAP Form 2a (Request for and Approval of Personnel Action), will be initiated by the unit Professional Development Officer. Include in BLOCK VII (REMARKS) the name of the award, date unit commander approved the technical rating, and the specialty track number. The unit Professional Development Officer signs the requester signature block. The unit commander is the final approving authority for this award. This award should be poster to the individuals CAP Form 45b, and a copy filed therein. The Leadership Award Ribbon can be ordered from CAPMart, www.capmart.org, TEL: 8888341781, FAX: 3342656381.

5. **ADL COURSE 13:** The “CAP Officers Course” provides study in areas essential to become an effective leader in Civil Air Patrol. This course is necessary for career development. Senior members complete a comprehensive correspondence course (without charge). This course is administered by the U.S. Air Force Institute for Advanced Distributed Learning, (Air University) at Maxwell AFB - Gunter Annex, Alabama.

6. **THE CAP OFFICER COURSE:** The CAP Officers Course consists of four (4) volumes.

a. **VOLUME 1:** The first volume is dedicated to discussing the history, organizations, and missions of both CAP and our parent service, the U.S. Air Force. Discussions move from the origin of the Air Force to the birth of CAP just before the attack on Pearl Harbor; the development of CAP as a search and rescue organization, to its status as the official Air force Auxiliary. It further discusses CAP’s three current day missions: aerospace education, emergency services and the cadet programs.

b. **VOLUME 2:** The second volume discusses the professional knowledge CAP feels is necessary for members to present a proper Air force image. Subjects include: national customs, Air Force customs and courtesies, wear of the Air Force -style CAP uniform, and finally health and fitness issues.

c. **VOLUME 3:** This volume talks primarily about effective communications, including communications fundamentals, barriers to effective communications, effective writing and speaking techniques, and finally CAP and the information age.

d. **VOLUME 4:** The fourth volume discusses leadership and management techniques necessary to become a more effective member. The five principles of management, Maslow’s hierarchy of needs, leadership qualities, counseling, motivation, problem solving techniques, and officership are highlights in this volume.

AFIADL evaluates the individual knowledge of the material with a multiple choice test at the conclusion of the course. The passing grade for AFIADL-13 is 60 percent. Students also have the opportunity for one retest, should they not pass the first time. Successful completion of AFIADL-13 is a requirement toward receiving the members Level II Certificate of Proficiency and subsequent promotion to captain.

7. **APPLICATION PROCEDURES, CAP OFFICER COURSE:** Application procedures are made by completing AFIADL Form 23, enrollment Application. It is a post-card size application that’s easy to fill out. The Professional Development Officer has a copy of the AFIADL

Handbook, and will assist the individual with completion instructions, and any additional information that the member may need.

8. After the AFIADL Form 23, Enrollment Application is sent in, the individual will receive a post card from AFIADL (AFIADL Form 9) in a few weeks telling the member of his or her enrollment date and soon after the individual will receive their books. Remember when the member enrolls in an AFIADL course, they are responsible for completing it. Failure to do so could jeopardize Civil Air Patrol access to the AFIADL system. AFIADL places time restrictions on course completion. If an individual does not complete a course within the time restrictions, the individual may be prohibited from enrolling in another course for six (6) months. The individual will have one (1) year from the enrollment date to complete the enrollment date to complete the AFIADL-13 course.

9. **ECI EXAMINATION:** The individual should be sure to read the instructions that come with the books, as to the correct procedures to follow about getting the examination.

10. **COMPLETION OF AFIADL-13, CAP OFFICER COURSE:** Upon completion of the AFIADL- 13, CAP Officer Course, the individual will receive a AFIADL Form 9, (completion of course). This information will be posted to the individuals training record. CAP Form 45, and a copy retained therein.

11. **REQUESTING AFIADL 13, CAP OFFICER COURSE DIPLOMA:** A diploma is not sent to the individual automatically. Individuals completing the ADL-13, Officer Course may request a diploma if desired from:

Air University Registrar
60 Shumacher Avenue
Maxwell AFB, AL 3611-6337

The Professional Development Officer should prepare a letter requesting the diploma and attach a copy of the AFIADL Form 9, indicating certification of course completion.

12. **SQUADRON LEADERSHIP SCHOOL:** The purpose of the Squadron Leadership School is to create an understanding of the basic functions of the Civil Air Patrol squadron. Prerequisites for attendance are completion of Level I and enrollment in one or more specialty tracks. The SLS is conducted local to augment training in Level II specialties and further enhance knowledge of leadership and management.

13. The individual should check with the unit commander or the senior program officer for scheduling of the Squadron Leadership School.

14. **COMPLETION OF SLS:** A copy of the individuals diploma should be placed in the CAP Form 45 and posted to the CAP Form 45b. While attending the Squadron Leadership School, the individual should make sure to complete the CAP Form 11 (Senior Member Professional Development Director's Report) provided. This form will be sent to CAP National Headquarters (Senior Training for posting to the individuals record maintained by that office). The individual should also check the Senior Training Report periodically, to make sure their progression in Civil Air Patrol is being posted.

15. **PROMOTION TO FIRST LIEUTENANT:** After attaining a technical rating in a specialty track, completing the ADL-13, CAP Officer Course, attending and completing the Squadron

Leadership School, and one (1) year time in grade as a 2nd Lieutenant, this satisfies the training requirements for duty performance promotion to 1st Lieutenant. A CAP Form 2 (Request for Promotion Action), is completed by the unit personnel officer. The unit commander is the final approving authority for this promotion (remember this promotion does not need to go through the group commander or the wing commander, it goes straight to National Headquarters). Original copy will be sent to National Headquarters/DP. A copy should be made for the suspense action file. Grade insignia can be ordered from CAPMart, www.capmart.org, TEL; 8888341781, FAX; 3342656381.

16. **CERTIFICATE OF PROFICIENCY:** After the individual has completed technical training in their specialty, the ADL-13, CAP Officer Course, and the Squadron Leadership School, the individual has completed all requirements for completion of Level II. At this point a CAP Form 24 (Application for CAP Senior Member Professional Development Awards), item 8 will be completed and forwarded to National Headquarters/ETP, 105 S. Hansell St., Bldg. 714, Maxwell AFB, AL 36112-6332, with a courtesy copy to Illinois Wing /ETS. National Headquarters/ETP will mail the Certificate of Proficiency to the unit commander for subsequent presentation. A copy of the CAP Form 24 should be made for the suspense action file. **Be sure to add supporting documents before forwarding.**

17. **PROMOTION TO CAPTAIN:** Completion of Level II, and receipt of Certificate of Proficiency (Level II, completion), and 18 months time-in-grade as a 1st Lieutenant satisfies the training requirements for duty performance promotion to Captain. After approval of the CAP Form 2 (Request for Promotion Action), by the unit commander, it will be routed to the **Group Commander for approval, (the Group Commander is the final approving authority for this promotion)**, then the original copy will be sent to National Headquarters/DP for processing. A copy should be made for the suspense action file. Grade insignia can be ordered from CAPMart, www.capmart.org, TEL:8888341781, FAX: 3342656381.

18. Always check the reference directive for detailed information on Level II.